

Policy: 1301 Procedure: 1301.01

Chapter: Communication

Rule: Contact with Legislators

Effective: 11/30/05 Replaces: 1301.01 Dated: 04/12/04

Purpose:

The Arizona Department of Juvenile Corrections (ADJC), in conjunction with the Governor's Office, coordinates communication efforts with legislators and legislative staff so that public policy can be well executed. Therefore, ADJC has established rules which govern staff contact with State Legislators and Congressional Leadership.

Rules:

- ADJC EMPLOYEES shall refer all requests for information pertaining to agency operations from legislators or legislative staff to the Chief of Legislative Policy and Community Affairs (CLPCA) or Director.
- 2. **ADJC EMPLOYEES** shall immediately relay information pertaining to agency operations received from legislators or legislative staff to the CLPCA or Director.
- 3. **ADJC EMPLOYEES** shall not release any information to legislators or their staff representatives pertaining to agency operations without the prior approval of the CLPCA or Director.
- 4. **ADJC EMPLOYEES** shall not contact legislators or their staff representatives in an official capacity in order to provide any information pertaining to agency operations without the prior written approval of the CLPCA or Director.
- 5. **ADJC EMPLOYEES** shall refer all requests from legislators or legislative staff for a visit or tour of any ADJC facility or office to the ADJC Community Affairs Liaison or CLPCA.
 - a. Only the **ADJC COMMUNITY AFFAIRS LIAISON OR CLPCA** shall schedule such visits or tours:
 - b. Upon completion of the visit or tour, **THE RANKING MANAGER OF THE FACILITY OR OFFICE** shall brief the ADJC Community Affairs Liaison or the CLPCA regarding the contact.
- 6. **ADJC EMPLOYEES** shall exhibit professional and courteous behavior during all contacts with legislators and their staff.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: